



Proposed CTE Consortium Meeting Schedule 2012-13

All Meetings Are Held on Wednesday

August 22, 2012

September 26, 2012

October 24, 2012

November (No Meeting due to Thanksgiving Holiday)

December 5, 2012 or December 12, 2012

January 23, 2013

February 27, 2013

March 27, 2013 (Subject to Cancellation due to Directors Mtg.)

April 24, 2013

May 22, 2013

June 26, 2013

CTE Directors Meeting

Jordan District Auxiliary Services Building, West Jordan, UT

Thursday, May 10, 2012

AGENDA



Secondary Meeting – Auditorium

1:00 p.m. – 5:00 p.m.

1. Welcome and Introductions – *Janet Goble*
2. Consortium Update – *Boyd Donaldson*
 - CTE Funding Meeting PDF - *Mary Shumway and Boyd Donaldson*
3. Increased Minimum School Program/CTE Add-on Monitoring – *Mary Shumway*
4. Skill Certificate Program Budget PDF – *Doug Golding and Greg Richens*
5. CCGP New Items and Performance Review – *Lillian Tsosie-Jensen*
6. School Counselor Licensing Changes PDF – *Dawn Stevenson and Lillian Tsosie-Jensen*
7. Student Strengths Inventory – *Syd Davies*
8. UtahFutures PDF – *Mary Shumway and Dawn Stevenson*

Afternoon Break

9. CTE Introduction Funding – *Sherry Marchant*
10. Microsoft IT Academy – *Wendi Morton*
11. Review of Program Approval Process PDF – *Wendi Morton*
12. Academics-in-CTE PDF – *Thalea Longhurst and Wendi Morton*
13. State Funding – *Thalea Longhurst*
14. CTSO Committee Report – *Thalea Longhurst*

CTE Directors Meeting

Jordan District Auxiliary Services Building, West Jordan, UT

Thursday, May 10, 2012

AGENDA



Joint Meeting – Auditorium

8:00 a.m. – 12:00 noon

1. Welcome and Introductions – *Susan Thackeray*
2. UACTE – Admin Division Policies and Procedures Document PDF – *Susan Thackeray*
3. Certificate of Proficiency Programs Offered in High Schools – *Blair Carruth*
4. Federal Funding – *Thalea Longhurst*
5. Audit Updates PDF – *Thalea Longhurst*
6. Perkins Reauthorization Blueprint PDF – *Thalea Longhurst and Mary Shumway*
7. UTREX Requirements PDF – *Dawn Stevenson and Lillian Tsosie-Jensen*
8. Career Day in Richfield – *Darlene Wabel*
9. College and Career Ready Update – *Kris Dobson and Mary Shumway*

Morning Break

10. CTE's Role in Meeting the 66% Goal Regional Feedback PowerPoint | PDF – *Blair Carruth, Jared Haines, Mary Shumway, and Gary Wixom*
11. Microsoft IT Academy – *Wendi Morton (?????)*
12. Concurrent Enrollment – *Blair Carruth, Cheryl Hardy, Wendi Morton, Mary Shumway, and Gary Wixom* (Partial Tuition, Gateway CTE Courses, Technology Based Courses, etc.) (PDF?)
 - Partial Tuition
 - Gateway CTE Courses
 - TICE Courses
 - Common Course Numbers

Working Lunch

Retirements – *Susan Thackeray*

State CTE Directors and UACTE Administration Division Leadership Practices and Procedures

Composition:

- The following three standing representatives from the Career and Technical Education (CTE) Directors shall serve on the UACTE Board as non-voting members:
 - Utah State Office of Education (USOE): State CTE Director.
 - Utah System of Higher Education (USHE): Assistant Commissioner.
 - Utah College of Applied Technology (UCAT): Vice President.
- The officers of the State CTE Directors and the UACTE Administration Division shall be President, President-Elect, Past-President, and Secretary/Treasurer.
 - All officers shall be members of UACTE/ACTE Administration Division while they are serving.
 - The President, President-Elect, and Past-President positions shall alternate each year between the secondary education and the postsecondary education groups, elected as outlined in "Elections & Terms of Office".
 - The Secretary/Treasurer shall be elected from either group.

Elections & Terms of Office

- Election of the President-Elect will occur annually at the UACTE Winter Conference.
 - In odd-numbered years, all administrators present shall nominate and elect someone from secondary education for the office of President-Elect by majority vote.
 - In even-numbered years, all administrators present shall nominate and elect someone from postsecondary education for the office of President-Elect by majority vote. The postsecondary education President-Elect shall alternate between a USHE and a UCAT representative.
- The elected representative shall serve for three years as President-Elect (first year), President (second year), and Past-President (third year).
- Election of Secretary/Treasurer will occur every 3 years at the UACTE Winter Conference, and shall be by majority vote of all administrators present.
- The Secretary/Treasurer will serve a 3 year term.

Responsibilities:

- President and President-Elect will serve on the UACTE Board.
 - Plan and conduct UACTE Winter Conference Administrative Section agenda.
 - Attend UACTE Board Meetings (August, October, May)
- President will assist in planning agendas for State CTE Directors Meetings.
- When needed President will preside/conduct the State CTE Directors Meetings.
- UACTE Administrative Bylaws – (Awards, Advocacy, Membership, etc.)

The following paragraph needs revision.

The State CTE Directors and UACTE Administration Division Leadership Rotation Roster is attached. ~~The proposed transition year for elected officers will be 2006-07. These current practices were adopted by unanimous vote on March 31, 2006 at the Spring Directors Meeting in St. George, Utah.~~ Proposed changes were adopted by unanimous vote on March 23, 2012 at the Spring Directors Meeting in St. George, Utah. These changes were presented to more fully conform to current UACTE Bylaws, and reflect the changes in higher education and UCAT governance made in 2009.

Revised: May, 2012

State CTE Directors and UACTE Administration Division Leadership Practices and Procedures

Composition:

- Two standing representatives from the Career and Technical Education (CTE) Directors, Mary Shumway, State CTE Director (Secondary Education), and Gary Wixom, Assistant Commissioner (Utah System of Higher Education)
- CTE Director representatives will be elected officers. President, President Elect, and Past-President, with the President position alternating each year between the Higher Education body and the Secondary Education body. Officers must be members of UACTE/ACTE/Administrative Division.
- One representative from either body will be elected as Secretary/Treasurer.

Elections & Terms of Office

- Election of the President Elect will occur annually at the UACTE Winter Conference.
- Elected representative will serve for 3 years; 1) President Elect, 2) President, 3) Past-President.
- Election of Secretary/Treasurer will occur every 3 years at the UACTE Winter Conference.
- Secretary/Treasurer will serve a 3 year term.

Responsibilities:

- President and President Elect will serve on the UACTE Board.
 - Plan and conduct UACTE Winter Conference Administrative Section agenda.
 - Attend UACTE Board Meetings (August, October, May)
- President will assist in planning agendas for State CTE Directors Meetings.
- When needed President will preside/conduct the State CTE Directors Meetings.
- UACTE Administrative Bylaws – (Awards, Advocacy, Membership, etc.)

The State CTE Directors and UACTE Administration Division Leadership Roster is attached. The proposed transition year for elected officers will be 2006-07. These current practices were adopted by unanimous vote on March 31, 2006 at the Spring Directors Meeting in St. George, Utah. These changes were presented to more fully conform to current UACTE Bylaws.

Revised: March, 2006

Utah Association for Career and Technical Education

Administration Division

(UACTE — Administration)

Article One — Name

- 1.1 The name of this association shall be the Utah Association for Career and Technical Education (UACTE) Administration Division.

Article Two — Mission

- 2.1 The UACTE Administration Division is a professional education association having the following purposes:
- a. To work for the improvement of Career and Technical Education.
 - b. Maintain active local, state, and national leadership in Career and Technical Education administration.
 - c. Encourage high professional standards among its membership.
 - d. Facilitate better understanding of Career and Technical Education.
 - e. To advocate for Career and Technical Education with key decision makers.
 - f. Encourage cooperative working relationships between Career and Technical Education and other agencies, organizations, and institutions.
 - g. Identify the function of Career and Technical Education in preparing students for the world of work.
 - h. Promote the development and expansion of quality Career and Technical Education programs.
 - i. Inform the members of the division about policies plans, and issues of ACTE and UACTE as they relate to the development of Career and Technical Education programs.
 - j. Provide a mechanism for effective communication among the administrators of Career and Technical Education programs.
 - k. Encourage membership and participation in the programs of ACTE and UACTE.

Article Three — Membership

- 3.1 Members of the ACTE/UCATE Association who are interested in or professionally engaged in Career and Technical Education administration within Utah shall be considered eligible for membership in the UACTE-Administration Division.

Article Four — Division Officers and Leadership

- 4.1 Members of the Administration Division board include President, President-elect, Past-president, and Secretary/Treasurer.
- b. Terms of Offices: A member of the Division shall be elected for a three year term in which they shall rotate through the offices of President-Elect, President, and Past-President. The Secretary/Treasure position shall both be a three year term.
- c. Duties of the President: The President of the UACTE-Administration Division shall represent the Division on the UACTE's Board of Directors as the voting voice of the Administration Division. The President shall run the Administration Division's business meetings.
- d. Duties of the President Elect: The President-elect of the UACTE-Administration Division shall accompany the President to the UACTE Board of Directors meetings. The President-elect shall take over presidential responsibilities in the President's absence.
- e. Duties of the Past President: The Past-president will be called on to replace the President or President-Elect in representing the UACTE -Administration Division at the UACTE Board of Directors meetings in their absence.
- f. Duties of the Secretary/Treasurer: The Secretary/Treasurer will be responsible for taking minutes at all of the board meetings and business meetings of the Division. The Secretary/Treasurer will also distribute information to the officers and from the board to the members. The Secretary/Treasure will be responsible for all financial transactions of the UACTE -Administration Division and keep records of all financial activities of the division.
- g. Other Duties: Additional duties of the Administration Division board are to be determined annually by the body of the board and divided among the individual officers. The following responsibilities are to be among those duties carried out by individual officers.
1. Awards
 2. Membership
 3. Legislation
 4. Nominations
 5. Other committees or duties as assigned by the board.

DRAFT

Article Five – General Meetings

DRAFT

- 5.1 The general meeting of the Administration Division will be held annually at the annual Winter Utah Association of Career and Technical Education (UACTE) Conference and other meetings as may be approved by the Executive Officers.

CTE PATHWAYS

Career Pathways Within Eight Areas of Study

School Year 2012-2013

Agricultural Education

- > Agricultural Systems Technology
- > Horticulture Science
- > Natural Resource Science
- > Production/Processing Animal Science
- > Production/Processing Plant & Soil Science
- > Production/Processing Science

Business Education

- > Accounting & Finance
- > Business Administrative Support
- > Business Entrepreneurship
- > Business Management
- > Business Technology Support

Family & Consumer Sciences Education

- > Child Development
- > Consumer Economics Services
- > Family & Human Services
- > Fashion Design, Manufacturing & Merchandising
- > Food Science, Dietetics & Nutrition
- > Food Services & Culinary Arts
- > Hospitality Services
- > Interior Design

Health Science Education

- Biotech Research & Development
 - > Biotechnology
- Diagnostics
 - > Clinical Laboratory and Medical Forensics
- Health Informatics
 - > Medical Office Administrative Assistant
- Therapeutic Services
 - > Dental
 - > Emergency Medical Technician (EMT)
 - > Medical Assistant
 - > Nursing
 - > Pharmacy
 - > Surgical Technician
 - > Therapeutic Rehabilitation/Exercise

Information Technology Education

- Information Support & Services
 - > Database Development & Administration
 - > Technical Support
- Interactive Media
 - > Digital Media (Multimedia)
 - > Web Development & Administration
- > Network Systems
- > Programming/Software Development

Marketing Education

- > Marketing Entrepreneurship
- > Marketing Management
- > Sales & Service Marketing
- > Travel & Tourism

Skilled & Technical Sciences Education

Building Trades

- > Carpentry
- > Electrician
- > HVAC
- > Plumbing

Communication

- > Radio Broadcasting Technician
- > Television Broadcasting Technician

Mechanics & Repairs

- > Automotive Collision Repair
- > Automotive Service Technician
- > Electronics
- > Heavy Duty Diesel

Precision Production Trades

- > Cabinetmaking/Millwork
- > Design Technology (formerly Drafting/CAD)
- > Graphics/Printing
- > Machine Tool
- > Welding

Personal Services

- > Cosmetology/Barbering
- > Esthetician/Nail Technician

Protective Services

- > Firefighting
- > Law Enforcement

Visual Arts

- > Commercial Art
- > Commercial Photography

Technology & Engineering Education

- > Pre-Engineering
 - (Utah Pre-Engineering Program)
- > Project Lead the Way
 - (National Pre-Engineering Program)



Skill Certificate Program FY'12-13 Budget

Budget

Income

12-13 Estimated State Legislative Appropriation	\$341,000.00
11-12 Estimated Carry-Over Allocated to Budget	\$25,833.00
11-12 District Assessment	\$185,000.00
Total	\$551,833.00

Projected Budgeted Expenditures

Online Contract	\$522,000.00
Garfield Indirect Cost 4.35% from Leg. App.	\$14,833.00
Program of Work (test revisions, teacher training, supplies, teacher travel, etc.)	\$15,000.00
Total	\$551,833.00









Income History - District Assessment









1995-96	\$163,415.00	\$5.00 X 32,683
1996-97	\$261,295.00	\$5.00 X 52,259
1997-98	\$170,000.00	
1998-99	\$170,000.00	
1999-00	\$178,000.00	
2000-01	\$178,000.00	
2001-02	\$203,000.00	
2002-03	\$203,000.00	
2003-04	\$203,000.00	
2004-05	\$203,000.00	
2005-06	\$203,000.00	
2006-07	No Assessment	
2007-08	\$140,000.00	
2008-09	\$140,000.00	
2009-10	\$90,000.00	
2010-11	\$178,000.00	
2011-12	\$185,000.00	

FY 12 Budget

FY11 Carry Over	\$44,545.00
FY11 Leg. Appropriation	\$341,000.00
F10 Dist. Assesment	\$178,000.00
FY12 Budgeted Income	\$563,545.00
Program Expenses	\$35,545.00
PE Contract	\$528,000.00
FY12 Budgeted Expenses	\$563,545.00
YTD Program Expenses	\$7,741.00
YTD PE Contract	\$432,000.00
Obligated PE Contract	\$96,000.00
Estimated Obligated Expenses	\$1,971.00
FY12 Actual Expenses	\$537,712.00
Estimated FY12 Carry Over	\$25,833.00

National Career Clusters/Utah Pathways Crosswalk

National Cluster	Utah Career and Technical Education Pathways
	Agricultural Systems Technology (Agriculture) Horticulture Science (Agriculture) Natural Resource Science (Agriculture) Production/Processing Animal Science (Agriculture) Production/Processing Plant and Soil Science (Agriculture) Production/Processing Science (Agriculture)
	Building Trades (Skilled & Technical Sciences) Carpentry Electrician HVAC Plumbing Precision Production Trades (Skilled & Technical Sciences) Cabinetmaking/Millwork Drafting/CAD Graphics/Printing Machine Tool Welding
	Interior Design (FACS) Communication (Skilled & Technical Sciences) Radio Broadcasting Technician Television Broadcasting Technician Visual Arts (Skilled & Technical Sciences) Commercial Art Commercial Photography Precision Production Trades (Skilled & Technical Sciences) Graphics/Printing
	Business Administrative Support (Business) Business Entrepreneurship (Business) Business Management (Business) Business Technology Support (Business)
	Child Development (FACS)
	Accounting and Finance (Business) Consumer Economics Services (FACS)
	
	Biotech Research and Development (Health Science) Biotechnology Health Informatics (Health Science) Medical Office Administrative Assistant Therapeutic Services (Health Science) Dental Emergency Medical Technician (EMT) Medical Assistant Nursing Pharmacy Surgical Technician Therapeutic Rehabilitation/Exercise

National Cluster	Utah Career and Technical Education Pathways
	Food Services & Culinary Arts (FACS) Hospitality Services (FACS) Travel & Tourism (Marketing)
	Family & Human Services (FACS) Consumer Economics Services (FACS) Personal Services (Skilled & Technical Sciences) Cosmetology/Barbering Esthetician/Nail Technician
	Information Support & Services (Information Technology) Database Development & Administration Technical Support Interactive Media (Information Technology) Digital Media (Multimedia) Web Development and Administration Network Systems (Information Technology) Programming/Software Development (Information Technology)
	Protective Services (Skilled & Technical Sciences) Firefighting Law Enforcement
	Precision Production Trades (Skilled & Technical Sciences) Cabinetmaking/Millwork Drafting/CAD Machine Tool Welding Pre-Engineering (Technology and Engineering) Project Lead the Way (National program) Pre-Engineering (Utah program)
	Marketing Entrepreneurship (Marketing) Marketing Management (Marketing) Sales and Service Marketing (Marketing) Fashion Design, Manufacturing & Merchandising (FACS)
	Food Science, Dietetics & Nutrition (FACS) Mechanics and Repair (Skilled & Technical Sciences) Electronics Pre-Engineering (Technology and Engineering) Project Lead the Way (National program) Pre-Engineering (Utah program)
	Mechanics and Repair (Skilled & Technical Sciences) Automotive Collision Repair Automotive Service Technician Heavy Duty Diesel



CTE Funding

Notes and Summary of Consortium Meeting, March 27, 2012

1. Purpose of "District CTE Add-on Funds"

- Historically established to ensure CTE programs were offered in Utah's high schools.
- The funding was established along with the Special Education Add-on recognizing the additional costs above the regular WPU allocation to provide CTE courses and programs to students.
- Costs that justify CTE funding include but are not limited to:
 - Equipment
 - Software
 - Supplies
 - Smaller class sizes because of safety issues
 - Professional development costs to align with changes with business and industry

2. CTE Funding Components

- District CTE programs are allocated WPU by the legislature
- Funding for districts is driven by ADM (only minimum school program driven specifically by membership/ADM)
- Categories (CTE ADM, Growth, Summer Ag, Comp Guidance, WBL, CTE Intro, Testing, etc.)

3. Overview of Identified Funding Issues to Examine and Clarify

- 1) Legislative Study of Levels of Programs ("Student Based Funding")
- 2) On-line District CTE Courses
- 3) Extended Day/Extended Year
- 4) Allocation of Funding via ADM and Variations with School Schedules
- 5) Administration WPU (criteria, compliance, training, etc.)
- 6) High School WPUs
- 7) Technical Center WPUs and sending students to these programs
- 8) Comp Guidance – base, per student, meeting standards
- 9) Maintenance of Effort (MOE)
- 10) Allowable expenditures clearly defined (cannot pay salaries of principals)
- 11) CTSOs and the costs associated for students to compete
- 12) End of year CTE funds need to stay in CTE and district cannot sweep at the end of the year

Issue, Background and Notes

a) CTE Funding Study – Legislative Intent Language

"The Legislature intends that the State Board of Education study a student-based funding allocation model for the Career and Technical Education (CTE) Add-on program that takes into account the relative cost difference associated with providing various CTE programs and does not exceed current funding levels appropriated for the program but may include an annual adjustment for student enrollment growth. The Legislature intends that the State Board of Education report to the Education Interim Committee, the Public Education Appropriations Subcommittee, and the Executive Appropriations Committee by October 2012 the potential allocation models developed by the State Board of Education."

- What are some models of funding high cost programs at different rates than lower cost programs?
- What would be the criteria?
- What if there is a high wage, high demand program that is not as costly to provide but may need to be incentivized to provide?
- What are the pros and cons of going back to levels of funding?

NOTES:

- The legislative analyst requested that different levels of funding be changed because it really didn't make a difference in funding and providing incentives for higher cost programs.
- Some high cost programs are not necessarily the high wage, high demand programs that we are trying to encourage.
- We are focusing on pathways and we need to offer the sequence. Some of the beginning classes may not cost as much but are critical to be offered and funded.
- If a course is not in a pathway, then it probably should not be funded or funded at a lesser amount.
- We need to stay with the Pathway Model.
- Levels of funding did not work in the past.
- Let's get a meeting with the Legislative Fiscal Analysts (Ben Leishman Thomas Young) and the Governor's Education Analyst (Mike Kjar) and talk to them about this issue.

b) Funding of District Sponsored on-line CTE Courses

- Should CTE add-on be used to support these courses?
- What are the additional costs? If add-on isn't available, how does a district fund these CTE courses?

NOTES:

- The on-line options give students a choice
- We need to partner with some of the current initiatives
- There is a difference between on-line and a course that is done in a broadcast format
- We need a test out option for computer tech.
- Maybe the on-line courses should generate the ADM but not CTE Add-on.

c) CTE Extended Year and Extended Day Courses

- Should CTE add-on funds be used to cover summer courses and after school courses?
- Are districts manipulating the school days table to fund CTE summer courses?
- Should there be ways to accommodate new models of open school/open classroom models which makes curriculum available beyond the school day/year?
- Can rural districts provide courses beyond the school day/school year?

NOTES:

- Add-on should not be used for courses that extend beyond the school day or the school year
- These courses could generate the WPU through the MOE, but would not generate add-on

d) High School Scheduling and Effect on CTE -Add on Funding by ADM

When the ADM funding model was established most high schools were on a very traditional 7 period/5 day schedule. Over the past 20 years the various scheduling models means there are some unique variations in funding. There are basic fixed costs of a teacher, a lab and equipment. The number of hours a student spends in the course changes the funding quite dramatically depending on the school schedule. What is equitable?

NOTES:

- The ADM/membership is not based on hours or minutes
- How many periods a student can take a CTE course in a school year determines funding ???
- Teachers do not teach on prep periods and different schedules impact preps and funding
- What are the base costs for a teacher, a lab, equipment, supplies?
- Let's get a mathematician to help the variable and calculations

e) Administrative WPU

- Are the requirements adequate? What about compliance?
Director as an administrative/supervisory license (or in process)
One endorsement in CTE or take USOE sponsored professional development
- Are directors allocating 1/2 time, full time, etc. as a director?
20 WPU for 1/2 time CTE director
25 WPU for each district participating in multi district CTE director consortium
25 WPU for multi charter schools (up to 10 then pro-rated)

NOTES:

- Allocations:
20 WPU for a minimum of 1/2 time CTE Director (\$45,000)
10 WPU for necessarily existent small school part time (\$26,000)
25 WPU to each district who consolidates directors – multi-district director full time
- We need to do more monitoring from the state level
- Districts need to understand the State Board Rule
- Each District director needs to go into CACUTS and make adjustments to the assignment

f) High School WPU**g) Technical Centers****h) Other**